

Memorandum

TO: Distribution List
FROM: Bryan Tippie, Budget Director
DATE: January 22, 2004
Re: Minutes of the January 15, 2004 Finance Committee Meeting



Committee Members present: Mr. Ray Graham and Mr. Bill Downey

The Finance Committee met on January 15, 2004, at 4:00 p.m. in the 4th Floor Conference Room of the County Courthouse. This document reflects the official minutes of that meeting.

County Treasurer's Report: Beth Ledgerton, Treasurer, presented the Treasurer's Report for the Finance Committee's consideration.

County Attorney's Report: Tracy Gallehr, Assistant County Attorney, presented the County Attorney's Report for the Finance Committee's consideration.

Consent Agenda

Supplemental Appropriations:

The following supplemental appropriations were approved for forwarding to the Board of Supervisors for their consideration unless otherwise noted.

FY 2004

1. Sheriff's Office - \$3,700

\$3,700 in Federal Drug Prevention for Parents Grant was approved to be appropriated for education of parents on drug prevention and intervention.

2. Commonwealth's Attorney - \$341

\$341 in Seizure Funds from State Forfeited Asset Sharing Program was approved for appropriation.

Transfers:

None

Regular Agenda

Supplemental Appropriations:

FY 2004

None

Transfers:

1. **County Administration - \$556,137**

\$556,137 from CIP Courthouse Construction Project was approved for transfer of \$6,137 to the Hospital Hill Construction Project and \$550,000 to the Warren Green Construction Project.

Information was provided the Finance Committee regarding the Hospital Hill, Warren Green, Courthouse and Jail Construction Projects.

Comments

1. **Mr. Downey, Board of Supervisors:**

New High School Code – Mr. Tippie advised that the account code requested by the School Division for the new high school has been established. Transfer of the matching funds to this new high school code will be presented to the Board of Supervisors for approval on January 20, 2004.

2. **Finance:**

Health Insurance – Janice Bourne, Finance Director, provided the health insurance fund information. Through December there has been a 14.4% increase in expenditures from the same time period in FY 2003. The average for the first six (6) months in FY 2004 is \$783,200 per month.

Ms Bourne indicated a Health Care Committee will be meeting with Anthem later this month to review projected health insurance cost estimates for FY 2005. Mr. Graham emphasized that the health costs need to be determined and provided to the employees at the earliest date possible. He also pointed out that extra effort of the employees is essential to help control health care costs. Preventive efforts and mail-in generic drugs are two ways to help accomplish this.

Procurement Qualification Process – Due to time constraints, this discussion item was deferred to February's Finance Committee Meeting.

3. **Budget Office:**

Revenue - Bryan Tippie, Budget Director, stated that based on the current Revenue Meeting, there had been little change to the previous \$2.3 million in additional County revenue projected for FY 2004. The increase was primarily from Real Estate Tax, Personal Property Tax, Recording Tax and Fees on Deeds, and Community Development Fees.

In addition, Mr. Tippie indicated that a projection of School's FY 2005 60% revenue sharing had been determined and provided to the School Division for its information. The full revenue impact to the County has not been determined at this time.

Also Mr. Tippie advised that policies, procedures, time and location of meetings, could be changed to accommodate the new Finance Committee.

**The next Finance Committee Meeting will be
February 19, 2004 at 4:00 p.m.**